



Employment Vacancy Announcement

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| No | 16-02 |
| Position | Financial Management Specialist |
| Opening date | March 2, 2016 |
| Closing date | March 16, 2016 |
| Working Hours | Full time – 40 hours/week, Monday to Friday |
| Salary | Full time: Ordinarily Resident (OR): LE-10 FJ\$56,225.00 (Starting salary) Not-Ordinarily Resident (NOR): FP-04* US\$63,632.00 (Starting salary) *Final grade/step for NORs will be determined by Washington. |

The U.S. Mission in Suva is seeking eligible and qualified applicants for the position of Financial Management Specialist.

BASIC FUNCTION OF THE POSITION

As the Supervisory Financial Specialist, the incumbent is the Senior Locally Employed Staff (LE Staff) of the section and is responsible for implementing, coordinating and managing the full range of financial services of various degrees which include budget formulation and execution, financial planning and reporting, allotment accounting and cashiering.

The position entails a high level of supervisory responsibility and a heavy dependency is placed on the incumbent for the day-to-day operations of the Financial Management section activities for the Mission.

MAJOR DUTIES AND RESPONSIBILITIES

Formulation, Justification, Execution & Review

Incumbent oversees the formulation of the annual Field Budget Plans and Mid-Year budget submissions for Embassy Suva; including the preparation of financial reports for all STATE Allotments. Annually develops the initial budget for each allotment and provide justification and analyses. Develops the methodology, statistical justifications and analysis in support of the budget requests. Recommends modification to the nature and organization of cost and sub-cost centers in order to ensure accurate and reliable projections out to the end of

the fiscal year. The incumbent develops and maintains a thorough knowledge and understanding of the program's goals and operational needs in order to do budget formulation. Analyzes recurring costs, staffing patterns and trends in order to estimate expected budget costs. Thorough knowledge of the major economic indicators that have an effect on the budget as well as benefit and payroll related issues as required. Incumbent recommends to FMO reprogramming when deviations from the original budget estimates are necessary because of changes in operating programs. Budgeting responsibilities include the following appropriations at the allotment level: State D&CP, ICASS, Oversees Building Operations, Consular Affairs – MRV, Consular Affairs - DV, Diplomatic Security, Representation Allotment and PD.

Analyses and recommends the priority of the allocation of funding received from the department down to the function and object/sub-object levels when the amount allotted does not equal the amount requested in the fiscal year's initial budget request. Advise the FMO on the status of the financial plan versus actual liquidations and makes recommendations for the adjustments to the financial plan due to major variances in actual liquidations from the plan as well as inflationary or exchange rate trends.

Analyses the relative costs and benefits of various fiscal alternatives when asked by FMO, MO and/or the ICASS council. Provides guidance concerning and interprets established guidelines covering legal and regulatory aspects of the acquisition and use of funds for program and management purposes.

Incumbent oversees the allotment accounting for all accounts for 10 agencies by reviewing obligations for compliance with ICASS and other applicable procedures and regulations. Assures funds are optimally utilized and are not obligated in excess of availability. Monitors the reconciliation of post records and control ledgers with FSC Status of Funds (FSC-60) and Status of Obligation (FSC-620) reports (bi-weekly). Reviews expenditure levels to determine that obligations are adequate and recommends increases/decreases as appropriate. Ensures that Post's financial records are properly reconciled by the accountant in a timely fashion and that any variances are rectified.

Assists the FMO in the preparations of Post's Mission Resource Request. Responsible for coordinating all data required for the completion of all the financial resource tables which include the Mission Resource Request Summary, Summary of Diplomatic Engagement Funding and all Object Class Allocation tables.

Researches obligations continuously in an effort to reduce ULO's and comply with regular reviews from Bangkok. Oversees Accounts Receivable reconciliation and billing.

Oversees the control of all VIP visits funding and reporting of actual costs.

Accounts for which incumbent has direct or oversight responsibility:

i) ICASS

Incumbent must be fully familiar with the ICASS budgeting software, the ICASS Handbook, ICASS Service Descriptions and Standards, and Agency Subscriptions to the ICASS. Incumbent is responsible for obtaining from all Management Sections current workload counts and employee time distributions. The ICASS budget includes the following sub-budgets:

- Traditional Bureau
- Leases
- Diplomatic Security Non-Residential LGP

workers, particularly in the proper use of the new and highly specialized tools and materials. Maintain good contacts with utility providers, local building code authorities, and relevant local businesses.

ii) State - Diplomatic and Consular Program (DC&P)

Incumbent is responsible for preparing the State DC&P budget. Working with the Financial Management Officer, incumbent must also update employees' time distributions in order to properly distribute the budget to the different State Program offices as well as to the different goals in the Mission Resource Request (MRR).

iii) Consular

The incumbent coordinates with the Post's Consul to develop the initial budget for Consular Affairs including MRV and DV allotment.

iv) State - Overseas Building Operations

Incumbent is responsible for the following OBO activities:

- Short-Term Leases – residential and non-residential
- Emergency Appropriation Act (EAA) – Security Supplemental Fund (physical security upgrades)
- Facilities Maintenance Assistance Program
- Other special OBO programs – building systems, generators, etc.

The above activities are funded by the three different appropriations and require knowledge of organizational structure of OBO as well as the procedures for obtaining funding. The incumbent must work closely with two different Bureaus (OBO and DS) and Post. The incumbent also reports to OBO and DS on the status of EAP funding on a quarterly basis.

v) Diplomatic Security

Incumbent is responsible for oversight of the DS sub-accounts:

- Local Guard Program
- Surveillance Detection Program
- Residential Security Equipment Maintenance and Repair
- Emergency Appropriation Act – residential security supplemental

vi) Representation

The incumbent is responsible for the oversight of the representation budget.

vii) Public Diplomacy

The incumbent is responsible for the oversight of the Public Diplomacy budgets.

viii) Defense Accounts

The incumbent is responsible for the oversight of the DAO, SAO and Navy accounting and budgeting services are provided as appropriate.

Supervisory:

Incumbent directly supervises 2 LE Staff; 1 Financial Management Analyst and the Senior Voucher Examiner. Assists the FMO in personnel related matters such as interviewing candidates whenever vacancies occur in the Financial Management section and counseling employees when necessary. Responsible for maintaining equitable work distribution, productivity, quality control, internal controls, legality of transactions, training of new hires as well as cross-training of existing employees throughout the Financial Management section. Serves as rating officer for 2 LE Staff employees and makes recommendations to the FMO regarding disciplinary action, incentive awards and training. The incumbent monitors daily the Financial Management section's operations to ensure effective, efficient operations, designing and recommending improvements as needed. The incumbent is responsible for evaluating workload conditions and allocating assignments as appropriate. The incumbent shall perform any other duties as assigned including, but not limited to, special assignments and one time projects, e.g. providing training sessions to other LE Staff, accounts receivable, manning control rooms or other duties for VIP visits, and any other duties assigned.

Technical Advisor:

Reports directly to the FMO, and performs special analysis at the direction of the FMO to ensure that resources are safeguarded against waste, loss, unauthorized use or misappropriation. Reviews effectiveness and needs of the various financial internal and managerial budgeting and accounting controls and monitors compliance with established procedures. Prepares written reports for review by FMO which identifies key issues and provides recommendations for improving internal control processes or procedures, as needed.

Provides guidance and advice to Embassy Class B Cashier as required. May be asked to be Post's Cash Verification Officer (with approval from Post's USDO) to allow for proper back-up of duties. Provides expert advice regarding host country banking regulations and is responsible for ensuring that the USG is accruing benefits from improved rates of exchange and that banking services reflect a favored-customer rate advantage. Responsible for all routine and special reporting requirements required by State and serviced agencies (e.g. new program requirements, proceeds of sale reports, prompt pay report). Coordinates and tracks responses to special reporting requirements. At the direction of the FMO, performs special projects. Also handles and drafts responses to special one-time requests from Washington or other Agencies headquarters.

Certification:

The incumbent serves as the LE Staff Certifying Officer, certifying both simple and complex vouchers for the Mission. Responsible for all RFMS-Direct Connect vouchers up to US\$25,000 (over 95% of vouchers), and all cashier vouchers – including encoding and transmitting through COAST and SHIFTS in the FMO's absence. Ensures all vouchers are legal, proper, and correct for payment in accordance with published laws, regulations, and guidelines. This includes making timely payments, taking advantage of vendor discounts, and applying provisions of the Prompt Pay Act where appropriate. It also includes ensuring proper authorizations and signatures are on the voucher, goods and/or services were received, funding is available, EFT payee and bank account information are correct, quantities and price calculations are proper, and appropriate steps are taken to prevent duplicate payment. Examples of highly complex vouchers are: shipping, transportation and freight; travel card; contract and lease payments. Ensure internal controls are in place at each step, all levels of voucher process. Assumes personal and fiduciary responsibility for all vouchers certified and is accountable under law for illegal, improper and incorrect payments. Has authority to reject and return vouchers to the originating offices if the payment would be illegal improper or incorrect.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: Bachelor's Degree in Accounting, Budget and/or Financial Management.
2. Experience: Five to seven years of progressively responsible experience in accounting, budget and financial management systems. Additional 6 months of supervisory experience is required.
3. Language Proficiency: Level IV English (Fluent) – written and spoken is required (4/4).
4. Skills and Abilities: Must possess ability to solve problems, work independently and delegate work assignments. Must have strong drafting abilities. Must have strong financial analytic background with the ability to interpret financial reports, analyze reports and financial trends, establish or quantitative performance goals, and be familiar with generally accepted accounting principles and practices as used

in USG appropriations and allotment accounting. Must have strong skills in computer applications, MS Word, and Excel.

5. Job Knowledge: Requires working knowledge of Accounting and Budgeting procedures, process and format. A good working knowledge of accounting terminology and codes are necessary to classify transaction in an automated system; and including the Foreign Affairs manuals 4 FAH/FAM (including appendix A&B), 5 FAM, 6 FAM, J.T.R., Standardized Regulations, General Accounting Office Decisions and other pertinent regulations and procedures as they apply to other Agencies serviced and supported by the Financial Management Officer.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained on our website at <http://suva.usembassy.gov> and/ or by contacting the Human Resources Office (POC: Leilani Oakley on 331-4466)

SELECTION PROCESS: When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given a preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the required qualifications above in their application.

HIRING PREFERENCE ORDER:

- (1) USEFM who is ALSO a preference-eligible U.S. Veteran
- (2) USEFM OR a preference-eligible U.S. Veteran
- (3) FS on LWOP

ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold a security clearance certificate.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. CV, transcripts, degrees, work references etc.)

IMPORTANT: Applicants claiming a U.S. Veteran’s preference must submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran’s Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran’s preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran’s preference may be found in HR/OE’s Family Member Employment Policy (FMPEP).

WHERE TO APPLY:

Human Resources Office: Leilani Oakley
Mailing Address: P O Box 218, Suva
E-mail Address: hrosuva@state.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

Eligible Family Member (EFM): An EFM for employment purposes is defined an individual who meets all of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is

expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**

- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM is an individual who meets all of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): A MOH is an individual who meets all of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and

- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.